



**We understand how important it is for your mailing projects to be on time!**

**By using this form, you will provide Dept of Printing with critical information concerning your mailing and assist us in meeting your important deadlines.**

**Submit this completed form with your A-21 or A-24 and your mailing list to:**

**MS: 47100 Campus or PO Box 798, Olympia, WA 98507-0798 or Fax this form to: 360-586-8444**

**Your data files can be E-mailed to: Mail@Prt.WA.Gov.**

If possible, please include a copy of your Requisition.

**Date:** \_\_\_\_\_ **A-21:** \_\_\_\_\_ **A-24:** \_\_\_\_\_ **Req No:** \_\_\_\_\_

Due Date to Post Office	<input type="checkbox"/> Required by Law	<input type="checkbox"/> Early / Late delivery options: <b>NO</b> sooner than: _____ <b>NO</b> later than: _____
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**Agency:** \_\_\_\_\_ **Contact name:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

<b>Mailing piece description</b>	Mailing list count	<input type="checkbox"/> Exact	Job name or Name of printed piece
		<input type="checkbox"/> Approx.	

<b>Type of mailer:</b>	Self mailer	<input type="checkbox"/>	Height	X	Width		Booklet	<input type="checkbox"/>	Height	X	Width	<input type="checkbox"/> Variable Information
	Post card	<input type="checkbox"/>	Height	X	Width		Envelopes	<input type="checkbox"/>	with	number of	inserts.	<b>Please provide insert sample!</b>

please check all that apply

<b>Class of mail-Shipping options:</b>	<input type="checkbox"/> 1st Class	<input type="checkbox"/> Standard -A Bulk Rate	<input type="checkbox"/> Non Profit Bulk Rate	<input type="checkbox"/> Campus
	Permit #:	Permit #:	Permit #:	<input type="checkbox"/> Foreign/International
				<input type="checkbox"/> Other:

**Data media type and file name(s):**

**Data File Names:**

Disc / tape

- ☐ 3.5 floppy disc  
☐ CD-Rom disc  
☐ Zip disc  
☐ 9 track tape

Electronic

- ☐ E-Mail attachment  
☐ FTP - Upload  
☐ Other: \_\_\_\_\_

_____
_____
_____
_____

**Data structure:**

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Access (*.mdb)<br>(Preferred format) | <input type="checkbox"/> dBase (*.dbf)         | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> ASCII (DOS text)                     | <input type="checkbox"/> Excel (*.xls)         | _____                                 |
| <input type="checkbox"/> fixed (*.txt)                        | <input type="checkbox"/> FoxPro (*.dbf, *.dbc) | _____                                 |
| <input type="checkbox"/> delimited (*.txt)                    | <input type="checkbox"/> Paradox (*.db)        | _____                                 |

If you have any questions about formats or conversion of your format, please call the (360) 753-6820, to speak to our list specialist.

**Other special instructions:**

for Department of Printing use only

Date files processed \_\_\_\_\_ Process by: MH CP \_\_\_\_\_

Piece desc.	Height	X	Width	# in sample	Thickness	Weight	lbs	Weight	oz	Final count

transfer weight from lbs. to ozs. →

ACE Format \_\_\_\_\_ Presort scheme \_\_\_\_\_ label format \_\_\_\_\_

Cost center / Chargeable \_\_\_\_\_